

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Subject: Appeal Withdrawal Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my appeal regarding [briefly state the subject of the appeal, e.g., "my recent termination," "the decision made on my application," etc.].

After careful consideration, I have decided that it is in my best interest to withdraw my appeal submitted on [date of initial appeal submission].

I appreciate the time and effort that has been afforded to my case, and I thank you for your understanding in this matter.

Please confirm the receipt of this letter and the withdrawal of my appeal at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]